

File a System-Populated Document Electronically in the Superior Court

If you are the person who filed a new civil or family case electronically in the Superior Court (plaintiff), you will have electronic (on-line) access to the case right away. If you are the plaintiff in any existing e-filable case or if you are filing a new case on paper, or if you are the person who is being sued (defendant), you must ask the Clerk to give you electronic access to the case. (See the section in this manual on requesting electronic access.) Once you have electronic access to the case, you can file your motion or other pleading on-line. If you do not have electronic access to your case, you can only file your motion or other pleading on paper with the clerk of the court where your case is located. **Note:** Dissolution of marriage, legal separation, annulment and civil union dissolution, legal separation or annulment cases are only e-filable if started on or after December 15, 2014.

A system-populated form is a document that the e-filing system fills out for you using information that is already in the e-filing system, such as the name and docket number of the case and the names of appearing parties. You must give some additional information and then the system will show you the completed form to look over before you e-file it. E-filing has six system-populated forms: appearances, certificates of closed pleadings, jury claims, motions for continuance, reclaims, and withdrawals of all kinds, except withdrawals of appearance.

Here is a checklist of what you must do to file a system-populated document electronically.

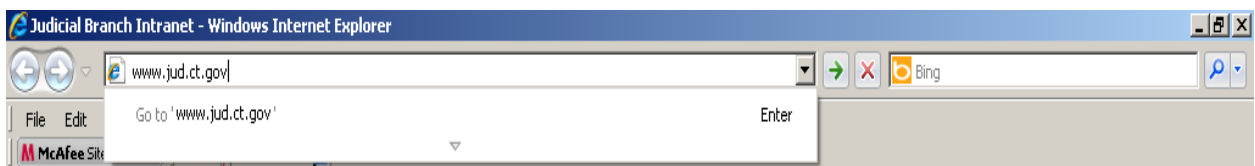
To file a system-populated document on-line in a case, you must:

1. Enroll in E-Services to set up a User ID and password if you have not already enrolled
2. Log in to E-Services with your User ID and password to request electronic access if you do not already have electronic access to your case
3. Be approved for electronic access by the clerk of the court
4. Log in to E-Services with your User ID and password
5. Go to the main page (case detail page) for your case
6. Choose **E-file a Pleading or Motion** as your desired case activity
7. Select the name for the motion you are filing
8. Enter the information that the e-filing system asks for
9. Certify that you have delivered a copy of the motion to all other self-represented parties and attorneys of record
10. Sign your motion and certification by entering your User ID
11. Print the confirmation page that shows what you filed with the court
12. Send a copy of the motion to all other self-represented parties and attorneys

Instructions and Pictures of how to upload and file your system-populated document on-line:

1. In the address bar, type <http://www.jud.ct.gov>. The Judicial Branch supports two browsers – Microsoft Internet Explorer® version 6 or higher, or Firefox 3 or higher. The address bar for those browsers is shown below:

Microsoft Internet Explorer®:



File a System-Populated Document Electronically (continued)

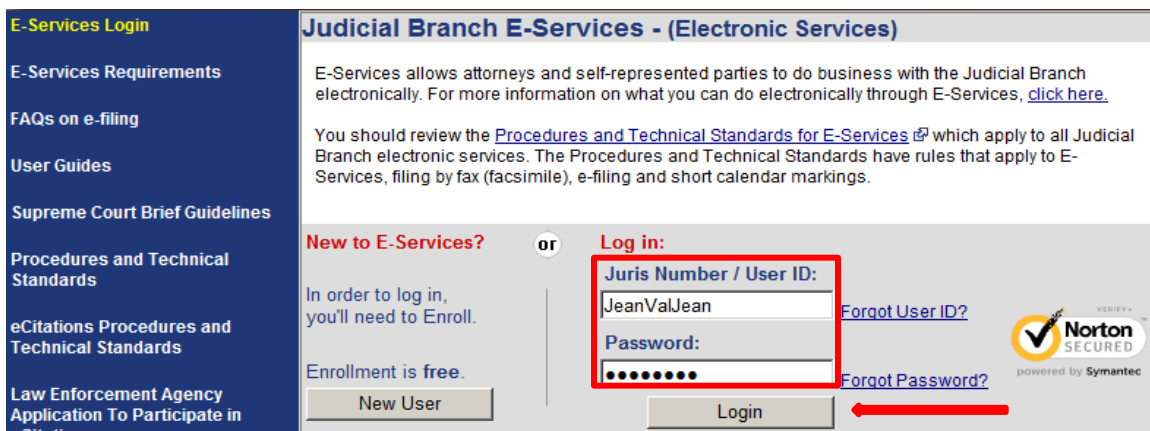
Firefox:



2. Choose **E-Services** from the menu on the left side of the Judicial Branch home page to go to the E-Services Welcome Page

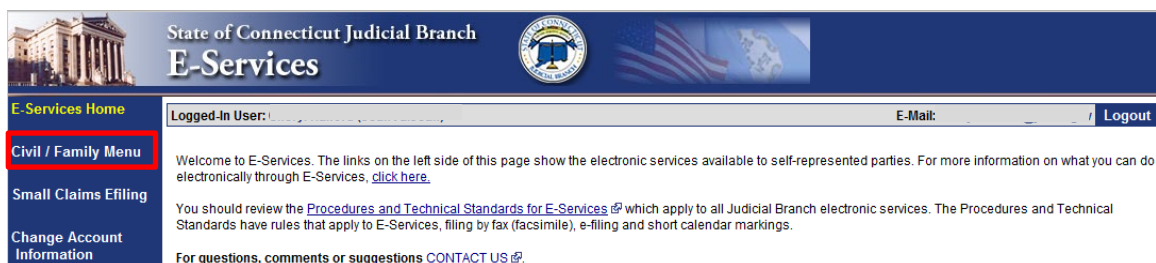


3. Click **LOG-IN**
4. The log-in page will appear.
5. Enter your User ID and your password
6. Click **Login** to log in to E-Services and go to the E-Services home page.

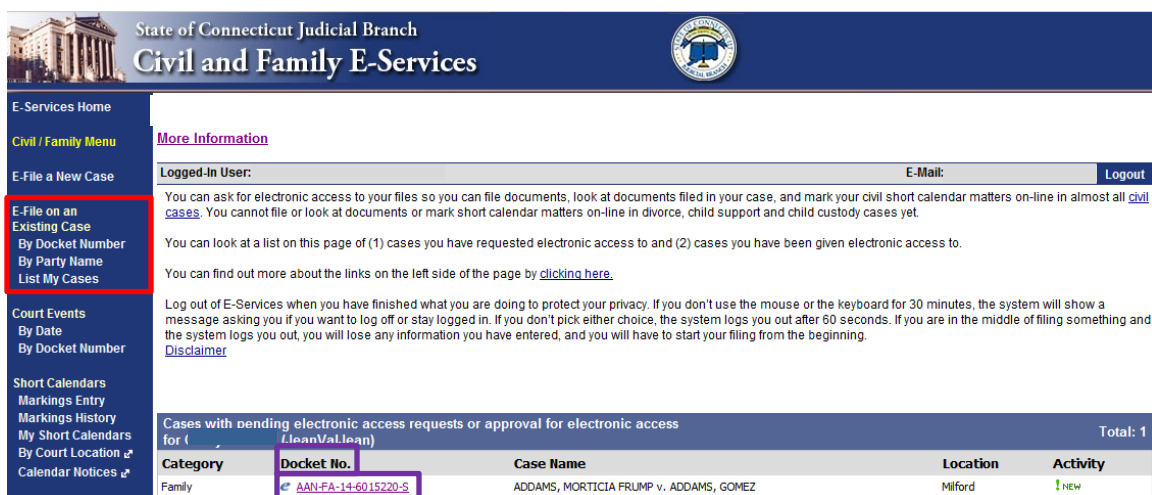


File a System-Populated Document Electronically (continued)

7. Select **Civil / Family Menu** from the menu options on the E-Services home page



8. You will see the Civil / Family Menu. To file a pleading or motion in an existing case, you must go to the main page (case detail page) for the case.



9. You can go to the case detail page of your case by:
- Clicking on the docket number of a case shown in the list of cases with pending electronic access requests or approval for electronic access (outlined in purple at the bottom of the page shown); or
 - Choosing **By Docket Number** from the list of choices under **E-file on an Existing Case** on the left menu (outlined in red on the left side of the page shown); or
 - Choosing **By Party Name** from the list of choices under **E-file on an Existing Case** on the left menu (outlined in red on the left side of the page shown); or
 - Choosing **List My Cases** from the list of choices under **E-file on an Existing Case** on the left menu (outlined in red on the left side of the page shown).

File a System-Populated Document Electronically (continued)

If the case name and docket number do not appear in your list of cases on this page,

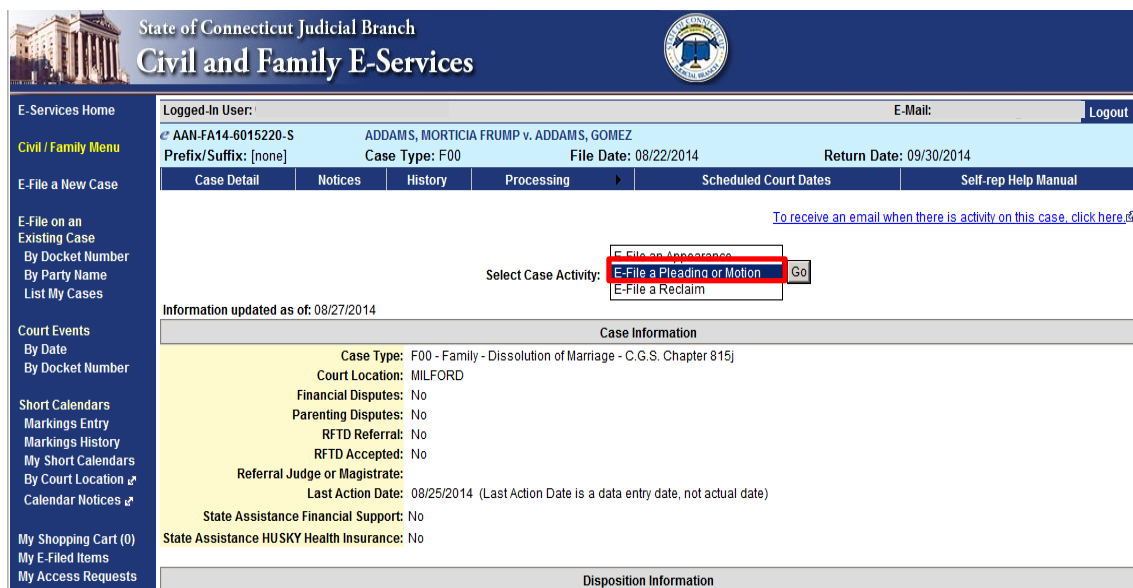


The cases listed on this page are the cases that you have requested electronic access to or cases for which your electronic access has already been approved. If you have not requested and been approved for electronic access to a case, you cannot file on-line in that case.

To ask for electronic access to a case, you must go to the case detail page of the case by entering the docket number or a party name. On the case detail page, you must select **Request Electronic Access**, fill out and print the request form and take the form and an acceptable form of photo identification to the clerk's office at the court where the case is located.

You can get more information about requesting electronic access on the E-Services Welcome page under the **Self-represented Parties** tab or in the **Civil and Family E-Filing Manual – Self-Represented Parties Guide**.

10. Click the docket number of the case shown in the list at the bottom of the page
11. You will go to the case detail page for the case
12. Select **E-File a Pleading or Motion** and click **Go**



The screenshot shows the 'State of Connecticut Judicial Branch Civil and Family E-Services' interface. The top navigation bar includes 'E-Services Home', 'Civil / Family Menu', and 'E-File a New Case'. The main content area displays case information for 'ADDAMS, MORTICIA FRUMP v. ADDAMS, GOMEZ' with docket number 'AAN-FA14-6015220-S'. The 'Select Case Activity' dropdown menu is open, showing options: 'E-File an Appearance', 'E-File a Pleading or Motion' (highlighted in red), and 'E-File a Reclaim'. Below this, the 'Case Information' section provides details such as 'Case Type: F00 - Family - Dissolution of Marriage - C.G.S. Chapter 815j', 'Court Location: MILFORD', and 'Last Action Date: 08/25/2014'. The 'Disposition Information' section is partially visible at the bottom.

13. You will now see the Select Pleading/Motion/Other page.

Note: This page allows you to choose the name for the pleading, motion or document that you are filing. You must choose the correct name because the name that you choose will make the document you file go to the file, as well as be placed on the short calendar or not, depending on whether it is a motion or pleading that should go on a short calendar. The name also tells other people, including the Judge, other self-represented parties and attorneys in your case, what you are filing. It is very important that you name your document correctly when you create it and it is also very important that you choose the correct name for your document on this page. In this example, the document being filed is a system-populated form.

14. You can select a category by clicking the down arrow to show the list of categories. The document being filed in this example is a motion for continuance.

15. Clicking on a category called **General** will give you a list of names in alphabetical order to choose from.

16. You will have to scroll down the page to see **Motion for Continuance:**

17. Click **Select** next to **Motion for Continuance** to go to the next page.

18. You can also enter the first three or four letters of a word in the name of your document and click **Search**. In this example, **conti** was entered in the search area:

19. You will see a list of names that you can pick from. Click **Select** next to the one you want to use.

5 | Page

File a System-Populated Document Electronically (continued)

20. You can also click **I need help** if you need more help in finding the name of the document you are filing.

Search for a Pleading/Motion/Other

Select a category or enter Search Criteria by using a word or part of a word from the title of the motion, pleading or document you are filing and then select Search. The results of your search will be shown in alphabetical order. Choose the title from the list.

Choose a Category:

OR

Search: OR **I need help**

NOTE: The “I need help” box does not appear for *civil* cases.

21. You can find help by clicking on the down arrow, which displays different things you might need to ask the court or documents you might need to file. Click on one to see a list of the names of the documents people file most frequently when they are trying to do what you are trying to do or ask for what you are asking for.

Search for a Pleading/Motion/Other

Select a category or enter Search Criteria by using a word or part of a word from the title of the motion, pleading or document you are filing and then select Search. The results of your search will be shown in alphabetical order. Choose the title from the list.

What would you like to do?

Select an Option

- File a Financial Affidavit (JD-FM-6 Short or Long)
- File an Affidavit Concerning Children (JD-FM-164)
- File another type of Affidavit
- Ask the court to CHANGE AN EXISTING ORDER on my case (Motion For Modification)
- Ask the court to ENFORCE AN ORDER that is not being followed by the other party on my case (Motion For Contempt)
- Ask the court to ESTABLISH AN ORDER on my case (Motion For Order)
- Tell the court that I OBJECT to a motion or request filed by another party on my case
- File a Pleading -- Such as an ANSWER or CROSS COMPLAINT
- File a Case Management Agreement Form (JD-FM-163)
- File a Return Of Service --Official proof from a marshal that the papers were delivered to another party
- File a Withdrawal
- File an Agreement or Stipulation
- Request to have my COURT DATE CHANGED (continuance - JD-CV-21)**
- See a list of things frequently filed on SHORT CALENDAR DAY

22. When you find the name, choose **Select** to go to the next page and add additional information. You can choose one of the other buttons to go to a different case or cancel this filing.

System-populated forms are not the only kind of documents you can file. You can also file documents you type yourself in your word processing system. The document you type could be a fillable form from the Judicial Branch website, or a document you create. You must convert a fillable form or other document you create to a PDF document.

On the signature lines of your document, you can put your User ID, your name, or a pen-to-paper signature. You sign a document you file electronically by entering your User ID in the signature field in the e-filing system.

Note: Certain documents must be signed pen-to-paper before they are scanned and saved as a PDF document for filing. Those documents include an affidavit, a financial affidavit, or a marshal's return of service.

23. Check to be sure that the case you have selected is the the case you want to file in

24. Check that you have selected the correct name for your document

25. Enter an additional description of your document.

AAN-FA14-6015220-S ADDAMS, MORTICIA FRUMP v. ADDAMS, GOMEZ

Prefix/Suffix: [none] Case Type: F00 File Date: 08/22/2014 Return Date: 09/30/2014

Pleading/Motion/Other documents will be filed on behalf of the following party

D-01 GOMEZ ADDAMS

You have selected the following Pleading/Motion/Other:

MOTION FOR CONTINUANCE

Additional Description

Instructions: Add an additional description of the document you are filing here. You should enter the title and entry number of a request that you are objecting to or the motion that you are filing a brief in support of. You must enter the title and date of the event you want to have postponed if you are filing a motion for continuance (postponement). You should enter the title and entry number of the document you want to withdraw if you are filing a withdrawal.

Status Conference - October 21, 2014

File a System-Populated Document Electronically (continued)

Note: Entering an additional description provides information that helps the Judge on the bench, attorneys and other self-represented parties, and the court staff. It is also required by the revised [Procedures and Technical Standards of E-Services](#).

Use the additional description area to enter the date and type of event that you are asking the Court to postpone when you are filing a Motion for Continuance.

The information you enter in the additional description field will appear on the case detail page under the name of the motion you are filing.

The use of offensive or inappropriate language in the additional description field is not permitted.

26. Choose **Continue** to go to the next page to give the information required in the form. You can choose one of the other buttons to go to a different case, select a different pleading or motion, or to cancel this filing.

Note: Use the gray buttons that appear at the bottom of each page to move around the e-filing system. Do not use the back or forward buttons on your browser to go to another page. If you use the back button or the forward button on your browser, you may lose the information that you have entered in the e-filing system and have to start your filing again.

27. You will see the following screen:

e AAN-FA14-6015220-S Prefix/Suffix: [none]		ADDAMS, MORTICIA FRUMP v. ADDAMS, GOMEZ Case Type: F00		File Date: 08/22/2014	Return Date: 09/30/2014
Hide Instructions		E-File a Motion for Continuance			
Instructions: The information about the case you are filing this motion in is shown above. The Judicial Branch form for a Motion for Continuance (JD-CV-21) will be filled in by the e-filing system with the information that you give. You must fill in any items with an "*".					
You can choose "Select a Different Pleading/Motion/Other" to go back to the Select a Motion to file page. You can choose "Select a Different Case" to go back to the Civil/Family Menu page. You can choose "Change Pleading/Motion/Other Information" to go back to the page before this one.					
Pleading/Motion/Other documents will be filed on behalf of the following party					
D-01 GOMEZ ADDAMS					
You have selected the following Pleading/Motion/Other:					
MOTION FOR CONTINUANCE					
Information for Continuance					
Enter any available information:					
* Date of Motion (MM/DD/YYYY)		<input type="text"/>			
* Date of Scheduled Event (MM/DD/YYYY)		<input type="text"/>			
Sequence Number on Short Calendar (if applicable)		<input type="text"/>			
Name of Judge Who Scheduled the Event this Continuance is Requested for (if applicable)		<input type="text"/>			
Event For Which Continuance Is Requested					
* Select box(es) and explain below:					
<input type="checkbox"/> ARBITRATION		<input type="checkbox"/> FORECLOSURE MEDIATION			
<input type="checkbox"/> ADMINISTRATIVE APPEAL HEARING		<input type="checkbox"/> JURY TRIAL			
<input type="checkbox"/> ATTORNEY TRIAL REFEREE PROCEEDING		<input type="checkbox"/> HEARING IN DAMAGES			
<input type="checkbox"/> COURT TRIAL		<input type="checkbox"/> PRETRIAL			

28. Enter any required information that is marked with a red asterisk "*". In this example, dates, the type of event that you are asking the court to postpone (continue), and information about why you want to have the event postponed (continued) are required. In the example, the event is a status conference on October 21, 2014.

File a System-Populated Document Electronically (continued)

Note: Be sure to follow the directions in each section of the page so that you give all the necessary information. In this example, a party is not available on the date of the status conference, and when you check next to that reason, the directions tell you to put the party's name in the Explanation Box.

Event For Which Continuance Is Requested

Select box(es) and explain below:

<input type="checkbox"/> ARBITRATION	<input type="checkbox"/> FORECLOSURE MEDIATION
<input type="checkbox"/> ADMINISTRATIVE APPEAL HEARING	<input type="checkbox"/> JURY TRIAL
<input type="checkbox"/> ATTORNEY TRIAL REFEREE PROCEEDING	<input type="checkbox"/> HEARING IN DAMAGES
<input type="checkbox"/> COURT TRIAL	<input type="checkbox"/> PRETRIAL
<input type="checkbox"/> JUDICIAL-ALTERNATIVE DISPUTE RESOLUTION (J-ADR)	<input checked="" type="checkbox"/> STATUS CONFERENCE
<input type="checkbox"/> EARLY INTERVENTION CONFERENCE	<input type="checkbox"/> TRIAL MANAGEMENT CONFERENCE
<input type="checkbox"/> FACT FINDING	<input type="checkbox"/> OTHER <input type="text"/>

Reason(s) For Continuance Request

Select reason(s) and provide explanation:

☐ COUNSEL NOT READY

☐ DISCOVERY NOT COMPLETE

☐ COUNSEL NOT AVAILABLE

☒ PARTY NOT AVAILABLE (Provide name of Party in Explanation Box)

☐ EXPERT WITNESS NOT AVAILABLE (Provide name of Witness in Explanation Box)

☐ LAY WITNESS NOT AVAILABLE (Provide name of Witness in Explanation Box)

☐ OTHER

For explanation, if necessary (Max 250 character):

Defendant, Gomez Addams

29. In this example, if other self-represented parties and attorneys in the case have agreed to the postponement (continuance), you can check the box next to CONSENT. If they do not agree, check the box next to DO NOT CONSENT. If they have not responded to your motion for continuance and requested date, check the box next to HAVE NOT RESPONDED.

For the above reason(s) I hereby request this case be continued to (date MM/DD/YYYY): 11/21/2014 or ☒ at the court's discretion.

You may enter a description for the request here (Max 250 character):

Consent

I have contacted all counsel and self-represented parties of record about my intention to seek a continuance. All of the counsel and self-represented parties:

☒ CONSENT ☐ DO NOT CONSENT ☐ HAVE NOT RESPONDED TO THE ABOVE MOTION FOR CONTINUANCE AND REQUESTED CONTINUANCE DATE

I agree to be responsible for notifying my client, if applicable, and all counsel of record and self-represented parties whether the continuance is granted or denied, and if granted, the new date of the scheduled event.

PLEASE NOTE: Agreement to continue a matter does not assure that the motion for continuance will be granted by the court.

Continue

Cancel

Change Pleading/Motion/Other Information

Select a Different Case

Select a Different Pleading/Motion/Other

30. Pay close attention to any other instructions on the form. In this example, you agree to tell attorneys and other self-represented parties whether the motion for continuance is granted and the new date for the status conference or other event, if the motion is granted.

31. Choose **Continue** to go to the next page. You can choose one of the other buttons to go to a different case, select a different pleading or motion, or to cancel this filing.

32. Look at the name and address information shown on this page and make any necessary changes to the information. The e-filing system will put these names and addresses in the certification section of the form it is creating for you to file. (see screenshot on the next page)

File a System-Populated Document Electronically (continued)

Law Office of Antione Finch JURIS # 423079

Party # P-01 MORTICIA FRUMP ADDAMS

Address of Attorney:
225 Spring Street
Wethersfield, CT 06109

Address of Service (if different from attorney address above):

Other Service Information
In the box below, please provide the name(s) and Address(es) of Service for any other individuals served (400 Char Max):

Certification of Service
I certify that a copy of the above was or will immediately be mailed or delivered electronically or non-electronically on the date entered below to all counsel and self-represented parties of record and that written consent for electronic delivery was received from all counsel and self-represented parties of record who were or will immediately be electronically served.

* Electronic Signature - Enter your User ID: JeanVaJean

* Telephone: (xxx-xxx-xxxx) 8605555555

* Enter Date Mailed/Delivered: (mm/dd/yyyy) 08/27/2014 x

33. If you do not need to make any changes to the names or addresses, you can enter your User ID to sign the certification and the motion.

34. Enter your telephone number and the date that you mailed the copy to the other self-represented parties and attorneys in your case.

Note: You must send a copy of the document you are filing to the other self-represented parties and attorneys in your case, and you must include the names and the addresses that you sent the copy to in the document you are filing. If a party has agreed to accept service electronically, you must send the copy electronically.

35. Choose Continue to go to the next page to review your document. You can choose one of the other buttons at the bottom of the page to change the information in your document, select a different case, choose a different motion or pleading, or cancel this filing.

36. Look over the information in the document that appears in the window.

Note: You can use the bar on the right side of the window to scroll through the document.

AAN-FA14-6015220-S ADDAMS, MORTICIA FRUMP v. ADDAMS, GOMEZ
Prefix/Suffix: [none] Case Type: F00 File Date: 08/22/2014 Return Date: 09/30/2014

[Hide Instructions](#) [Review and Approve Pleading/Motion/Other Form](#)

Instructions: The e-filing system has created your document. Look through the whole document that is in the window below and make sure the information is correct.

If the information in the document is not correct, choose "Change Pleading/Motion/Other Information" to go back to make any changes. If this is not the document you want to file, choose "Select a different Pleading/Motion/Other" to return to the Select A Motion page. If this is not the case you want to file the document in, choose "Select a Different Case" to return to the Civil/Family Menu.

Choose "E-file this Pleading/Motion" to file this document.

Pleading/Motion/Other documents will be filed on behalf of the following party
D-01 GOMEZ ADDAMS

You have selected the following Pleading/Motion/Other:
MOTION FOR CONTINUANCE

Warning: Your document may not appear in the window below right away. It can take several seconds. You should wait until you can see your document before going ahead with this filing.

Please verify the Pleading/Motion/Other document below before filing.

Review Document

MOTION FOR CONTINUANCE STATE OF CONNECTICUT
JD-CV-21 Rev. 2-13
C.G.S. § 52-196
P.B. § 14-23, 14-24
www.jud.ct.gov

COURT USE ONLY
MFCSE

Instructions To Person Making Motion
Fill out all sections of this form except the Order section and file it with the Clerk of the Court at least three (3) days before the date of the scheduled event.

Name of case (Full name of Plaintiff v. Full name of Defendant):
ADDAMS, MORTICIA FRUMP v. ADDAMS, GOMEZ

Docket number:
AAN-FA-14-6015220-S

☒ Judicial District ☐ Housing Session ☐ Geographical Area Number
14 WEST RIVER STREET PO BOX 210 MILFORD, CT 06460

Date of Motion: Aug-27-2014
Sequence Number on Short Calendar (if applicable):
Name of Judge Who Scheduled the Event this Continuance is Requested for (if applicable):

Date of Scheduled Event: Oct-21-2014
Person Making Motion is:
☐ Plaintiff's Attorney ☐ Plaintiff ☐ Defendant's Attorney ☒ Defendant ☐ Other

Firm Name, if Applicable:
Address:
225 SPRING STREET WETHERSFIELD, CT 06109
Phone Number (with area code):
8605555555

File a System-Populated Document Electronically (continued)

37. Choose **E-File this Pleading/Motion** to file this motion for continuance.

Note: You can choose **Change Pleading/Motion/Other Information** to go back to make any changes to the information in the motion. You can choose **Select a Different Pleading/Motion/Other** to return to the Select a Motion page if this is not the document you want to file. You can choose **Select a Different Case** to return to the Civil/Family Menu to pick a different case. You can select **Cancel** to end this filing.

38. You will see the **Confirmation of E-Filed Transaction** page.

39. Print the **Confirmation** page that appears for your records by choosing **Print This Page**.

The screenshot shows the 'Confirmation of E-Filed Transaction' page. At the top, there is a header with the State of Connecticut Judicial Branch logo and the text 'Civil and Family E-Services'. Below the header, there is a navigation bar with 'Logged-In User:', 'E-Mail:', and a 'Logout' button. A message 'You have successfully e-filed!' is displayed. Below this, there are instructions: 'Instructions: The information about what you filed is on this confirmation page. You must print a copy of this page for your records. Use the "Print This Page" button at the top of the page to print your copy. You can choose "E-File Another Pleading/Motion/Other on this Case" to go back to the Select a Motion page to choose another document title and file another motion or pleading. You can choose "Return to Civil/Family Menu" to go back and select a different case. You can choose "Return to Case Detail" to look at the documents filed in this case or to file a reclaim in this case. If you have finished e-filing, remember to log out by clicking the Logout button at the top right of the page:'. A 'Print This Page' button is highlighted with a red box. Below the instructions, there is a table with the following information:

Confirmation of E-Filed Transaction (print this page for your records)	
Docket Number:	AAN-FA-14-6015220-S
Case Name:	ADDAMS, MORTICIA FRUMP v. ADDAMS, GOMEZ
Type of Transaction:	Pleading/Motion/Other document
Date Filed:	Aug-27-2014
Motion/Pleading by:	(JeanVaJean)
Document Filed:	101.00 MOTION FOR CONTINUANCE
	Status Conference - October 21, 2014
Date and Time of Transaction:	Wednesday, August 27, 2014 3:23:26 PM

Below the table, there are three buttons: 'E-File Another Pleading/Motion/Other document on this Case', 'Return to Civil / Family Menu', and 'Return to Case Detail'.

Note: The revised [Procedures and Technical Standards of E-Services](#) require you to keep a copy of this confirmation page. If you forget to print it, you can get a copy of the page by going to **My E-Filed Items**, entering the dates you filed documents, and then choosing **Details** on the right side of the list of the items you have filed.

40. If you have finished e-filing, remember to log out by clicking the **Logout** button at the top right of the page:

The screenshot shows the 'State of Connecticut Judicial Branch Civil and Family E-Services' page. At the top, there is a header with the State of Connecticut Judicial Branch logo and the text 'Civil and Family E-Services'. Below the header, there is a navigation bar with 'Logged-In User:', 'E-Mail:', and a 'Logout' button. A message 'You have successfully e-filed!' is displayed. Below this, there are links: 'Hide Instructions' and 'Print This Page'.

Need help? If you have any other questions about filing a document on-line, call the E-Services Support Line at (866) 765-4452 or e-mail EServices@jud.ct.gov. If you have questions about your *court file*, please call the clerk of the court where your case is located. You can find the telephone number for the court at the following link: <http://www.jud.ct.gov/directory/directory/location/Default.htm>.